

CITY OF ALAMEDA

Memorandum

To: Honorable Mayor and
Members of the City Council

From: John A. Russo
City Manager

Date: July 19, 2011

Re: Award a Contract in the Amount of \$146,912, Including Contingencies, to Robert C. Terry, dba Comfort Air Mechanical Systems, for the Annual Heating, Ventilating, and Air Conditioning Systems Maintenance in Various City Facilities, No. P.W. 06-20-28

BACKGROUND

The Public Works Department is responsible for the regular preventive maintenance of the Heating, Ventilating, and Air Conditioning (HVAC) Systems of the 23 City-owned and maintained buildings. Due to the complexity of many of the HVAC system components, the City utilizes a private contractor to perform the regular maintenance of the HVAC system, changing of air filters, and on-call services.

DISCUSSION

To solicit the maximum number of bids and most competitive price, specifications were provided to 17 separate building exchanges throughout the Bay Area. A notice of bid was published in the *Alameda Journal*. The bid was opened on July 30, 2011, and only one bid was received. The bid result is as follows:

Bidder	Location	Bid Amount
Robert C. Terry, dba Comfort Air Mechanical Systems	Alameda	\$122,426.50

Staff recommends awarding a contract to Robert C. Terry, dba Comfort Air Mechanical Systems, for a total amount of \$146,912, including a 20% contingency. Comfort Air Mechanical Systems has been the City's contractor since 2007, and it has provided satisfactory and reliable service. This contract may be mutually amended on a year-by-year basis, for up to four additional years, based on satisfactory performance of all aspects of the contract. If extended, the contract would be for the same terms and costs, plus an annual increase equal to the construction price index increase for the San Francisco Bay Area appropriate to the trades associated with the work as reported in the Engineering News Record for the previous calendar year. A copy of the contract is on file in the City Clerk's office.

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FINANCIAL IMPACT

The maintenance project is budgeted under Facility Maintenance, Fund 706 and Alameda Point Facility Maintenance, Fund 858.

MUNICIPAL CODE/POLICY DOCUMENT CROSS REFERENCE

This action does not affect the Municipal Code.


ENVIRONMENTAL REVIEW

In accordance with the California Environmental Quality Act (CEQA), this project is Categorically Exempt under CEQA Guidelines, Section 15301(c), Existing Facilities.


RECOMMENDATION

Award a contract in the amount of \$146,912, including contingencies, to Robert C. Terry, dba Comfort Air Mechanical Systems, for the annual heating, ventilating, and air conditioning systems maintenance in various City facilities, No. P.W. 06-20-28.

Respectfully submitted,


Matthew T. Naclerio
Public Works Director

By,


Jesse Barajas
Public Works Superintendent

Approved as to funds and account,



Fred Marsh
Controller

Exhibit:

1. Contract - on file in the City Clerk's office